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**DCI SECURITY COMMITTEE
PHYSICAL SECURITY WORKING GROUP**

30 April 1984

MEMORANDUM

**From: Executive Secretary, Physical Security Working Group
To: Distribution**

Subj: MINUTES OF THE 18 APRIL 1984 MEETING

Encl: (1) Subject Minutes

- 1. Enclosure (1) is furnished for information and action as indicated therein.**
- 2. The next meeting of the Physical Security Working Group is scheduled for 1000 hours, 16 May 1984 at CIA Headquarters.**
- 3. Agenda items for the 16 May 1984 meeting are solicited from the members and may be directed to the Executive Secretary at any time prior to the meeting date; submissions should be addressed to:**

**Chief of Naval Operations
(CNO Op-009P21)
Washington, DC 20350
Telephone: 694-3375**

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SUSAN G. BERG

Distribution:

Ms. E. Hall (AF)

Mr. W. Albro (Army)

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**[Redacted] (CIA)
[Redacted] (DIA)**

Mr. S. Slaughter (DOE)

Mr. P. Cundiff (FBI)

Mr. B. Gatozzi (DOJ)

Mr. R. Schmeltz (Navy)

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[Redacted] (NSA)

Ms. B. Long (OSD)

Mr. T. Thounhurst (State)

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[Redacted] (SECOM Staff)

**PHYSICAL SECURITY WORKING GROUP
MINUTES OF THE ELEVENTH MEETING
WEDNESDAY, 18 APRIL 1984, 1000 HOURS
CIA HEADQUARTERS**

Members Present

STAT Mr. Gerald L. Berkin, Chairman
 [redacted] National Security Agency
 Mr. Paul Cundiff, Federal Bureau of Investigation
 Ms. Rebecca Long, Office of the Secretary of Defense
 Ms. Elizabeth Hall, Department of the Air Force
STAT Mr. Thomas Thounhurst, Department of State
 [redacted] Central Intelligence Agency
 Mr. Ward Albro, Department of the Army

Members Not Present

STAT Mr. Stephen Slaughter, Department of Energy
 [redacted] Defense Intelligence Agency
 Mr. Bernard Gatozzi, Department of Justice
 Mr. Richard R. Schmeltz, Department of the Navy

Also Present

STAT Mr. Chuck Trombetta, Department of Justice
 Ms. Barbara Sheckells, Department of the Navy
 Mr. Richard Feltault, Department of State
 Mr. Jeff Ross, Department of the Navy
 [redacted] SECOM Staff Advisor
 Ms. Susan Berg, Executive Secretary

1. **General.** The Minutes of the 21 March 1984 meeting were approved as written.

2. **Chairman's Report**

a. The Chairmen of the various SECOM subcommittees and working groups were advised by the Chairman, SECOM that, among other things:

- The Chairman, SECOM, is to be kept fully and promptly informed of all significant actions related to the work of the subcommittees and working groups.
- Subcommittee chairmen should clearly and concisely respond to requests for actions.
- Subcommittee chairmen must perform their duties as IC representatives and avoid parochial or parent agency biases.
- Annual reports are to be submitted by 1 February each year.

- Attendance at subcommittee meetings by non-members is to be controlled and need-to-know observed.
- Subcommittee minutes, reports, etc., should not be given secondary distribution without the approval of the Chairman, SECOM.

b. The Deputy Chairman, IACSE, has prepared a PD for a GS-12/13 Executive Secretary to the IACSE; copies will be provided the IACSE membership for comment. Recruitment will start in the very near future to fill this position.

3. Old Business

a. Industrial Security Working Group SECOM has granted approval for the (contractor) Industrial Security Working Group to make a presentation before the PSWG. DIA is arranging for this briefing.

b. PDS. The NSA Member reported that the pertinent NSA directives concerning PDS are in final draft and will soon be circulated for agency/department comment.

c. Seminar (30 April - 4 May 1984). The handouts are basically the same as for the previous seminar except for the Safety (OSHA Workshop). State will work with the blueprint developed by DIA/CIA so that the three workshops are based upon the same SCIF layout. Army is to obtain commercial booklets on alarms.

Schedules for the 30 April - 4 May 1984 Seminar were distributed to the PSWG.

PSWG Members were asked to ensure that seminar attendees had received their orientation materials.

The recommended Reference Materials List is being furnished by

d. DSI. The Chairman informed the Director, Defense Security Institute (DSI), Richmond, VA that the PSWG would welcome a DSI observer at a future PSWG Seminar. The OSD Member was asked to contact DSI to arrange, if necessary, for the requisite clearances.

e. NFIB-NFIC 9.1/47 Status. This action has national attention and it is imperative that the PSWG adhere to its schedule for review and rewrite. DIA to complete the DOD review/rewrite and to provide input to the Chairman PSWG by 30 April 1984; other agency/department input due the same date.

4. New Business

a. A SECOM Staff Member advised the Chairman, PSWG, of a contractor query concerning export licensing of physical security equipment. As a result, the Chairman initiated informal queries with State and Commerce in order to ascertain what, if any, items of PSWG concern are on the Munitions and Commodity Control Lists. The Working Group agreed that no formal arrangements be instituted re having items added to or deleted from the lists at this time; as the PSWG identifies equipment or material which, perhaps, warrant export control, appropriate action will be taken on a case by case basis.

STAT b. The FY 85 PSWG Budget may be approved in the [] range. Members were asked to provide recommendations to the Chairman within two weeks as to areas which might warrant the allocation of these funds. Suggestions were offered as to training aids, a basic library of pertinent physical security reference materials, etc. Suggestions received will be circulated to the PSWG and plans developed for the effective utilization of such funds as may be made available to the PSWG.

STAT c. On 25 April 1984 at 0945 hours, the Chairman SECOM will make a presentation on the history, composition, and functions of the SECOM. Subcommittee members are also invited to attend but because of space limitations, members will also be provided other dates at which seating will be available. Persons desiring to attend should direct requests to []

5. Members Reports on Agency/Department Activities.

FBI: Completing a physical security survey of FBI facilities.

DOJ: Problems are being encountered with the construction of a SCIF in Texas; a question was posed re environmental security for STU II's (the PSWG agreed that all that is necessary is for the physical security level of the area to be commensurate with that of the level of classified discussion to be held in the area).

NAVY: A break-in occurred at a SCIF in a Reserve Center. \$45,000 worth of damage was caused by individuals apparently looking for money.

ARMY: Evaluation of the Le Guard lock is continuing.

6. Next Meeting. The next meeting of the PSWG is scheduled for 1000 hours on 16 May 1984 at CIA Headquarters. The room number will be provided at the Reception Desk.